



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
OFFICE OF ADULT LEARNING AND REHABILITATION SERVICES

**PRE-CERTIFICATION WORKSHOP PRE- AND POST-WORKSHOP
ACTIVITIES FOR ADULT EDUCATION AND LITERACY (AEL) TEACHERS**

TEACHER'S NAME		EDUCATOR ID NUMBER	
PROGRAM	Teachers Last Four of Social Security Number	HIRE/START DATE	
INSTRUCTIONS			
<p>Complete this form if you are applying for Adult Education and Literacy (AEL) teacher certification.</p> <p>Email the completed form to the Department of Elementary and Secondary Education (DESE) within 30 days of the pre-certification workshop: ael@dese.mo.gov</p> <p>QUESTIONS? Contact AEL at 573-751-1249</p>			
PRE-WORKSHOP ACTIVITIES			
PRE-WORKSHOP ACTIVITIES		DATE COMPLETED	APPROVED BY AUTHORIZED STAFF
If administering pre- or post-tests, must complete TABE online training and/or CLAS-E training certification (requirements found at ael.mo.gov under professional development), whichever is applicable			
Mentor assigned			
Sign-in sheets and enrollment procedures explained			
Student confidentiality and record process (Family Educational Rights and Privacy Act and Health Insurance Privacy and Portability Act) reviewed			
Teacher meets with mentor			
Certification requirements explained (professional development hours, documentation, etc.; see "Directors Checklist of new AEL Teachers")			
Teacher observes an AEL class (preferably mentor's class)			
PRE-CERTIFICATION WORKSHOP			
Attend Pre-Certification Workshop (PCW)			
POST-WORKSHOP ACTIVITIES			
Lesson taught, observed and evaluated			
Assessment Policies (including post-testing) reviewed			
Guidance provided on how to best use instructional materials			

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